

Accounts Payable Specialist

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$18.00 to \$18.50 hourly
Employment status: Contract / Temporary

Description

Expand your career in the construction/contractor industry as an Accounting Clerk for a highly-reputable company Robert Half is currently considering candidates for. The Accounting Clerk will primarily be responsible for matching invoices to purchase orders and/or vouchers, data entry, and assisting in the process of Accounts Payable (A/P) and Accounts Receivable (A/R). Come work in a stimulating work environment in a position with excellent growth opportunity, great benefits, and consistently rewarding work. This is a short-term contract / temporary position based in the Chesapeake, Virginia area.

Your responsibilities

- General accounting: help with G/L account reconciliation and month-end closing, other ad hoc projects
- Compose statements and reports that require utilization of a wide collection of sources
- See to the proper coding of documents that require knowledge in determining proper classification of expenditure codes and accounting codes
- Work with Accounts Receivable: process daily invoices/credit, apply cash receipt, and help with collection of past due balance
- Broadcast financial information to journals and ledgers
- Assist Accounts Payable: vendor invoices and disbursement filing, A/P invoice matching & filing
- Patch up discrepancies by checking all possible sources of disagreement, reconstructing probable actions, and recognizing the effect on other accounts; prepare correction documents as required

Requirements

- Spreadsheet and ERP system experience suggested
- AA or BS/BA in Accounting or related field preferred
- 1+ years of relevant experience
- Ability to multitask and attention to detail are critical
- Office supply and equipment ordering experience
- Answering Multi-Line Phone System experience
- Enter Vendor Invoices experience
- Experience with Invoice reconciliation
- Proficiency in data entry
- Proven knowledge of account reconciliation

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half works to put you in the best position to succeed. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity - whenever you choose - even on the go. [Download the Robert Half app](#) and get 1-tap apply, notifications of AI-matched jobs, and much more.

All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals, including medical, vision, dental, and life and disability insurance. Hired contract/temporary professionals are also eligible to enroll in our company 401(k) plan. Visit roberthalf.gobenefits.net for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.